

حمل الآن

مجانا وحصريا

# امتحانات رقم (1)

## الترم الثاني



# Final Exam

1

## Choose the correct answer:

- 1 Thinking about the impact of our actions on others online is called .....
  - a. digital responsibility
  - b. piracy
  - c. browsing
  - d. advertising
- 2 To permanently delete a file without sending it to the Recycle Bin, we use .....
  - a. Ctrl + Alt + Delete
  - b. Ctrl + C
  - c. Shift + Delete
  - d. Alt + F4
- 3 The website tool that helps you move easily between pages is the .....
  - a. search box
  - b. interaction button
  - c. URL
  - d. menu bar
- 4 An example of a reliable Egyptian digital library is .....
  - a. a random blog
  - b. Alexandria Digital Library
  - c. a social media ad
  - d. a game site
- 5 Commercial websites mainly aim to .....
  - a. sell products
  - b. teach for free
  - c. share opinions
  - d. store files
- 6 The ..... feature in Microsoft Edge helps you organize research in one place.
  - a. Startup Boost
  - b. Collections
  - c. History
  - d. Favorites
- 7 Which is the best example of asynchronous communication?
  - a. Live video calls
  - b. Instant chats
  - c. Emails
  - d. Phone calls

## 2 Put (✓) or (X):

- 1 Digital citizenship includes both rights and responsibilities. ( )
- 2 Interaction buttons are used only to close websites. ( )
- 3 Non-commercial websites provide learning without profit. ( )
- 4 The padlock  in the address bar shows the site is protected. ( )
- 5 A successful website should have clear and useful content. ( )
- 6 Synchronous communication happens at different times. ( )
- 7 Microsoft Excel uses rows and columns to organize data. ( )
- 8 Spreading rumors online is considered positive behavior. ( )

## Final Exam

### 2

## 1 Choose the correct answer:

- 1 Respecting others' privacy is one of your .....  
 a. rights  
 b. responsibilities  
 c. games  
 d. ads
- 2 A web page's ..... should be placed at the top to explain the topic.  
 a. footer  
 b. advertisement  
 c. clear heading  
 d. broken link
- 3 Which type of website uses digital ads to attract people?  
 a. Non-commercial websites  
 b. Educational websites  
 c. Commercial websites  
 d. Library websites
- 4 In Microsoft Edge, the tool used to organize research and projects is .....  
 a. Collections  
 b. Recycle Bin  
 c. History  
 d. Downloads
- 5 The presence of "https" in a URL means the site is .....  
 a. fast  
 b. offline  
 c. fake  
 d. protected



- 6 To get accurate results in a search engine, you should use .....
- |                      |                     |
|----------------------|---------------------|
| a. random words      | b. general keywords |
| c. accurate keywords | d. pictures only    |
- 7 A presentation should be arranged logically, starting with the .....
- |                 |                    |
|-----------------|--------------------|
| a. conclusion   | b. recommendations |
| c. introduction | d. results         |

**2 Put (✓) or (X):**

- |                                                               |     |
|---------------------------------------------------------------|-----|
| 1 The Egyptian Knowledge Bank (EKB) is a reliable source.     | ( ) |
| 2 Files deleted using Shift + Delete go to the Recycle Bin.   | ( ) |
| 3 Simple websites can be created using WordPress.             | ( ) |
| 4 We should be polite and respectful in online communication. | ( ) |
| 5 Verifying information sources leads to wrong results.       | ( ) |
| 6 Checking the author and date helps verify information.      | ( ) |
| 7 Email requires an immediate response.                       | ( ) |
| 8 Matching colors in a presentation make it more attractive.  | ( ) |

# Final Exam

3

**1 Choose the correct answer:**

- 1 Social responsibility encourages us to .....
- |                  |                       |
|------------------|-----------------------|
| a. work alone    | b. help the community |
| c. spread rumors | d. ignore others      |
- 2 One of your rights as a digital citizen is .....
- |                               |                           |
|-------------------------------|---------------------------|
| a. respecting others' privacy | b. protection from piracy |
| c. sharing fake information   | d. bullying others        |

3. Digital marketing includes:
  - a. commercial
  - b. advertising
  - c. personal
  - d. non-commercial
4. When you restore a file from the Recycle Bin, it returns to .....
  - a. its original location
  - b. the Downloads folder
  - c. any folder you choose
  - d. the Desktop
5. A successful team project plan explains .....
  - a. the number of pages only
  - b. the tasks and time
  - c. the type of paper
  - d. nothing specific
6. If you are looking for a specific keyword within a website, the best tool is the .....
  - a. "Like" button
  - b. website logo
  - c. search box
  - d. video player
7. Which communication is direct and real-time?
  - a. Emails
  - b. Forums
  - c. Phone calls
  - d. Blog comments

- 1 Teamwork roles should be decided before starting a project. ( )
- 2 PowerPoint is a program used to design spreadsheets. ( )
- 3 Microsoft Edge provides security and privacy features. ( )
- 4 Sharing passwords online is a safe practice. ( )
- 5 An attractive presentation uses many different random colors. ( )
- 6 Every project needs an action plan to be organized. ( )
- 7 Email is a type of synchronous communication. ( )
- 8 Practicing in front of a mirror is a good way to prepare for a talk. ( )

## 1 Choose the correct answer:

- The ability to interact positively with others online is one of your .....  
 a. responsibilities  
 b. rights  
 c. privacy  
 d. security
- Which tool helps you move between the pages of a website?  
 a. Menu Bar  
 b. Search Box  
 c. Keyboard  
 d. Printer
- Educational websites usually belong to the ..... category.  
 a. commercial  
 b. advertising  
 c. gaming  
 d. non-commercial
- The first step in a digital project is .....  
 a. identifying the idea  
 b. executing the results  
 c. printing the report  
 d. saving the files only
- The padlock indicates that the site .....  
 a. is fake  
 b. is slow  
 c. is protected  
 d. has ads
- Writing the websites you used at the end of your project shows .....  
 a. copying  
 b. respect for others' work  
 c. deleting sources  
 d. spamming
- A live chat with instant responses is ..... communication.  
 a. asynchronous  
 b. synchronous  
 c. indirect  
 d. delayed

## 2 Put (✓) or (X):

- Digital citizens should always show respect online. ( )
- Time management is not necessary for successful projects. ( )



- 3 Some advertisements can be misleading. ( )
- 4 You can drag and drop images into a collection in Edge. ( )
- 5 You should check the URL to ensure a website is safe. ( )
- 6 Message forums are an example of synchronous communication. ( )
- 7 Social organizations like schools help spread digital awareness. ( )
- 8 Every website on the Internet is reliable. ( )

## Final Exam

5

### 1 Choose the correct answer:

- 1 To add the current page to a new collection in Microsoft Edge, we choose .....

- a. Add Current Page
- b. Delete History
- c. Close Window
- d. New Tab only

- 2 Thinking about how your online comments or photos affect others is a digital .....

- a. right
- b. responsibility
- c. game
- d. video

- 3 You can create a simple website yourself using digital tools like .....

- a. Excel
- b. Paint
- c. WordPress
- d. the calculator

- 4 ..... is a feature in Microsoft Edge that helps you organize your research.

- a. Startup Boost
- b. Collections
- c. Recycle Bin
- d. Paint

- 5 The language used to create websites is .....

- a. Python
- b. Excel
- c. Word
- d. HTML

## Final Exams

- 6 If you want an immediate answer, you should use ..... communication.
- a. asynchronous
  - b. synchronous
  - c. slow
  - d. letters
- 7 To recover a file from the Recycle Bin, you should right-click and select .....
- a. Delete
  - b. Restore
  - c. Edit
  - d. Properties

### 2 Put (✓) or (X):

- 1 You have the right to access information and use the Internet for learning. ( )
- 2 A safe website address usually starts with 'https'. ( )
- 3 Microsoft Edge is the only browser available for Windows. ( )
- 4 The Egyptian Knowledge Bank is a reliable website. ( )
- 5 Email is the best way to send a quick, urgent message to a friend. ( )
- 6 An example of a digital project is a simple website. ( )
- 7 Social responsibility involves spreading rumors. ( )
- 8 Synchronous communication is best for urgent things. ( )

## Final Exam

6

### 1 Choose the correct answer:

- 1 Social organizations encourage us NOT to spread .....

  - a. rumors
  - b. knowledge
  - c. good things
  - d. awareness

- 2 Advanced file recovery may require special software like .....

  - a. Excel
  - b. PowerPoint
  - c. Recuva
  - d. Paint

- 3 Before starting a project, we should decide on the .....

  - a. grades
  - b. class seating
  - c. tools and materials
  - d. rewards



- 4 ..... communication is like sending a video that can be watched later.
- a. Synchronous  
b. Live  
c. Asynchronous  
d. Instant
- 5 Saving a new file over a deleted file is called .....
- a. restoring  
b. overwriting  
c. backing up  
d. formatting
- 6 Computers and tablets are examples of digital .....
- a. software  
b. devices  
c. data  
d. links
- 7 Websites consist of ..... pages that contain text, pictures, and videos.
- a. separate  
b. linked  
c. deleted  
d. hidden

## 2 Put (✓) or (X):

- 1 Every digital citizen has rights and responsibilities. ( )
- 2 A conclusion in a presentation should ignore the main topic. ( )
- 3 Being socially responsible means not caring about the websites you use. ( )
- 4 Microsoft Edge allows you to drag and drop images, text, or links directly into your collection. ( )
- 5 Team members should work alone without talking to each other. ( )
- 6 Commercial websites aim to make profits from selling products. ( )
- 7 Planning your project helps you avoid surprises or problems. ( )
- 8 Successful teamwork means one person does everything alone. ( )

## Final Exam

### 7

## 1 Choose the correct answer:

- 1 Digital citizenship involves rights and .....
- a. games  
b. responsibilities  
c. toys  
d. colors

- 2 The website address is also known as the .....  
 a. URL  
 b. ISP  
 c. EKB  
 d. PIN
- 3 The ..... helps you find specific sections on a website.  
 a. footer  
 b. trash  
 c. printer  
 d. menu
- 4 ..... communication happens live, like a video call.  
 a. Synchronous  
 b. Asynchronous  
 c. Slow  
 d. Delayed
- 5 After deleting a file by mistake, you should ..... to help restore it.  
 a. install Windows  
 b. stop using the disk  
 c. delete more files  
 d. turn off the screen
- 6 ..... allows you to add titles and images to a web page.  
 a. Word  
 b. Excel  
 c. HTML  
 d. Paint
- 7 The interaction buttons on a website allow us to .....  
 a. share content  
 b. save content  
 c. hide content  
 d. both a and b

## 2 Put (✓) or (X):

- 1 You should use the Internet to help others, not hurt them. ( )
- 2 Overwriting a deleted file makes it easier to recover. ( )
- 3 Good digital citizens exhibit positive behavior online. ( )
- 4 You should verify data before presenting it. ( )
- 5 Asynchronous communication needs an instant response. ( )
- 6 An action plan helps you finish on time. ( )
- 7 Team members should work together to finish the project. ( )
- 8 Choosing clear titles is important for a website. ( )

# Final Exam

## 8

### 1 Choose the correct answer:

- ① Using technology in a safe, respectful, and responsible way is called .....  
a. piracy  
b. digital citizenship  
c. gaming  
d. searching
- ② A safe website address often starts with .....  
a. http  
b. https  
c. www  
d. ftp
- ③ E-learning platforms and digital libraries are examples of ..... websites.  
a. non-commercial  
b. commercial  
c. piracy  
d. gaming
- ④ Website content should be .....  
a. clear and useful  
b. confusing  
c. too long  
d. irrelevant
- ⑤ The first step to start a successful digital project is .....  
a. assigning roles  
b. printing the results  
c. identifying the idea  
d. buying a new PC
- ⑥ To start a digital project, we may need .....  
a. a football  
b. a school bag  
c. a computer and the Internet  
d. an Arabic book
- ⑦ Commercial websites often use ..... to attract customers.  
a. secret codes  
b. digital advertisements  
c. boring text  
d. nothing



## 2 Put (✓) or (X):

- 1 Protection from piracy is one of your rights as a digital citizen. ( )
- 2 Respecting others' privacy is one of your responsibilities online. ( )
- 3 Social responsibility does not include helping others. ( )
- 4 Microsoft Edge is a web browser that comes with Windows. ( )
- 5 Asynchronous communication happens in real time, like video calls. ( )
- 6 A project plan should be made after the project is finished. ( )
- 7 Deep Scan is faster than a regular scan in file recovery. ( )
- 8 PowerPoint allows you to add text, images, and sounds. ( )

## Final Exam

9

## 1 Choose the correct answer:

- 1 A ..... is a program that helps you visit and see websites on the Internet.
  - a. digital camera
  - b. web browser
  - c. printer
  - d. keyboard
- 2 Which feature in Microsoft Edge helps you organize your research in one place?
  - a. Startup Boost
  - b. Collections
  - c. History
  - d. Downloads
- 3 After scanning for deleted files, you should ..... them to check they are not corrupted.
  - a. preview
  - b. delete
  - c. format
  - d. ignore
- 4 Alexandria Digital Library is a ..... website.
  - a. commercial
  - b. reliable
  - c. social media
  - d. gaming

- 5** To find specific information very fast within a website, use the .....
- a. menu bar                                      b. scroll bar  
c. logo                                              d. search box
- 6** Practicing your presentation in front of a mirror improves .....
- a. laziness                                        b. self-confidence  
c. fear                                              d. confusion
- 7** Managing your time by setting a time frame for each task helps the team .....
- a. delete data                                    b. finish on time  
c. lose files                                        d. avoid roles

**2** Put (✓) or (X):

- ① Ensuring safe sharing online is considered one of your rights. ( )
- ② Educational sites like digital libraries are non-commercial websites. ( )
- ③ You should click on every advertisement that shows a very low price. ( )
- ④ The Recycle Bin can restore files deleted using Shift + Delete. ( )
- ⑤ A successful presentation should end with a summary or conclusion. ( )
- ⑥ Multimedia makes the project boring and hard to understand. ( )
- ⑦ Successful teamwork means one person does every task alone. ( )
- ⑧ You should always review your project for mistakes before presenting. ( )

# Final Exam

10

**1 Choose the correct answer:**

- 1 Disk Drill is an example of .....
- a. presentation software                      b. a web browser
- c. data recovery software                    d. a search engine

- 2 Teamwork involves assigning ..... among members.
  - a. money
  - b. food
  - c. roles and tasks
  - d. grades
- 3 Google Sites is a tool used to .....
  - a. play games
  - b. create simple websites
  - c. recover files
  - d. edit photos
- 4 A project plan should be prepared .....
  - a. before starting
  - b. after finishing
  - c. later
  - d. while presenting
- 5 Comparing information from several sites improves .....
  - a. copying
  - b. advertising
  - c. accuracy
  - d. spamming
- 6 Direct real-time communication is called ..... communication.
  - a. asynchronous
  - b. synchronous
  - c. indirect
  - d. delayed
- 7 Using technology to serve society shows .....
  - a. loyalty and cooperation
  - b. selfishness
  - c. ignorance
  - d. piracy

**2 Put (✓) or (x):**

- 1 Digital citizenship means using the Internet irresponsibly. ( )
- 2 Interaction buttons allow sharing content. ( )
- 3 All advertisements are always honest. ( )
- 4 Collections can store text and images in one place. ( )
- 5 Using accurate keywords improves searching results. ( )
- 6 Email is an example of real-time communication. ( )
- 7 Intellectual property must be respected. ( )
- 8 Commercial websites provide free educational content only. ( )



## Final Exams

### Final Exam 1

- 1 1 a 2 c 3 d 4 b  
5 a 6 b 7 c

- 2 1 ✓ 2 x 3 ✓ 4 ✓  
5 ✓ 6 x 7 ✓ 8 x

### Final Exam 2

- 1 1 b 2 c 3 c 4 a  
5 d 6 c 7 c

- 2 1 ✓ 2 x 3 ✓ 4 ✓  
5 x 6 ✓ 7 x 8 ✓

### Final Exam 3

- 1 1 b 2 b 3 d 4 a  
5 b 6 c 7 c

- 2 1 ✓ 2 x 3 ✓ 4 x  
5 x 6 ✓ 7 x 8 ✓

### Final Exam 4

- 1 1 b 2 a 3 d 4 a  
5 c 6 b 7 b

- 2 1 ✓ 2 x 3 ✓ 4 ✓  
5 ✓ 6 x 7 ✓ 8 x

### Final Exam 5

- 1 1 a 2 b 3 c 4 b  
5 d 6 b 7 b

- 2 1 ✓ 2 ✓ 3 x 4 ✓  
5 x 6 ✓ 7 x 8 ✓

### Final Exam 6

- 1 1 a 2 c 3 c 4 c  
5 b 6 b 7 b

- 2 1 ✓ 2 x 3 x 4 ✓  
5 x 6 ✓ 7 ✓ 8 x

### Final Exam 7

- 1 1 b 2 a 3 d 4 a  
5 b 6 c 7 d

- 2 1 ✓ 2 x 3 ✓ 4 ✓  
5 x 6 ✓ 7 ✓ 8 ✓

### Final Exam 8

- 1 1 b 2 b 3 a 4 a  
5 c 6 c 7 b

- 2 1 ✓ 2 ✓ 3 x 4 ✓  
5 x 6 x 7 x 8 ✓

### Final Exam 9

- 1 1 b 2 b 3 a 4 b  
5 d 6 b 7 b

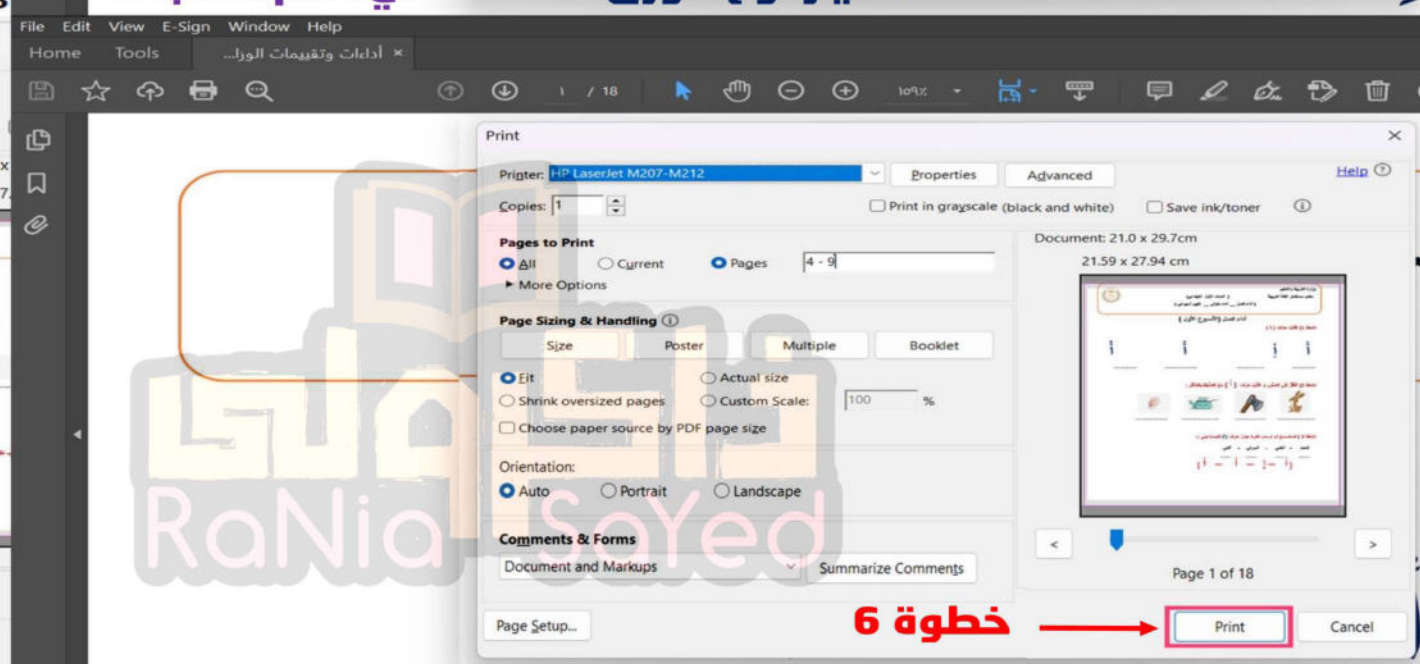
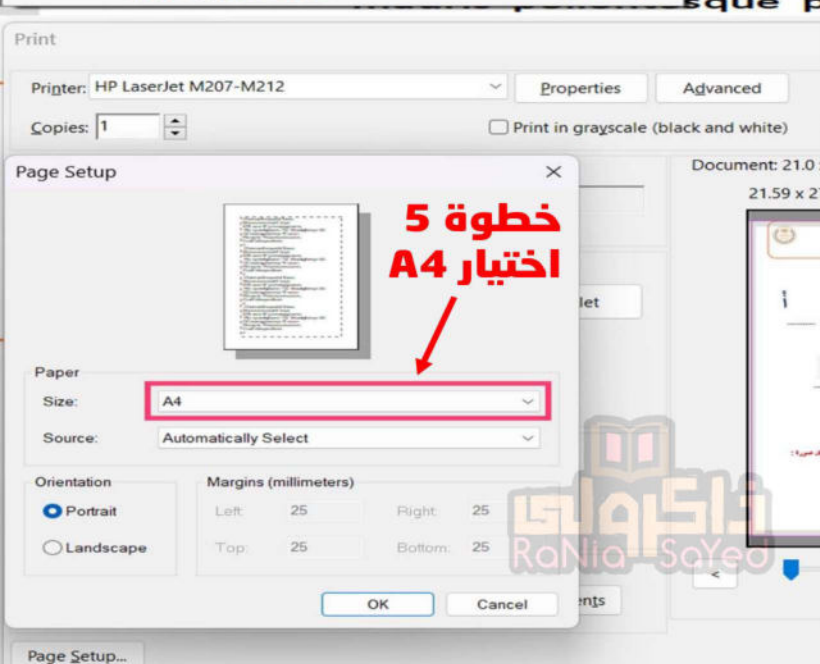
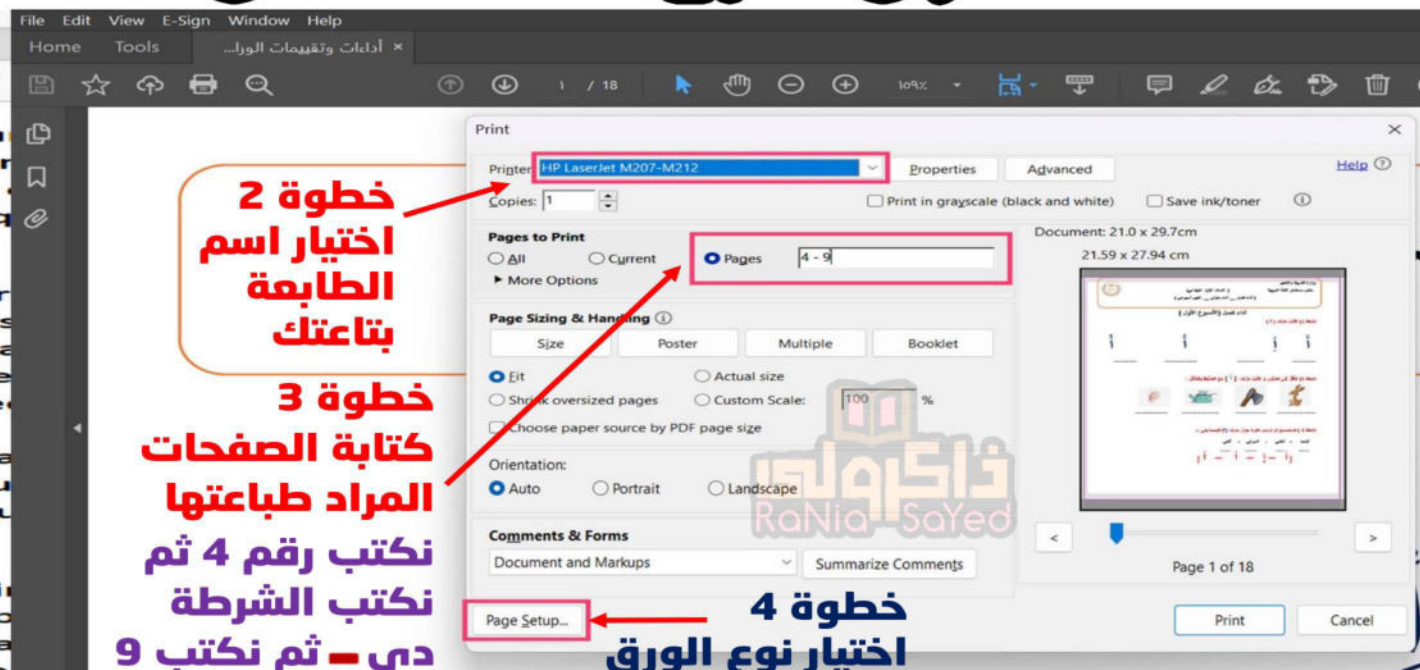
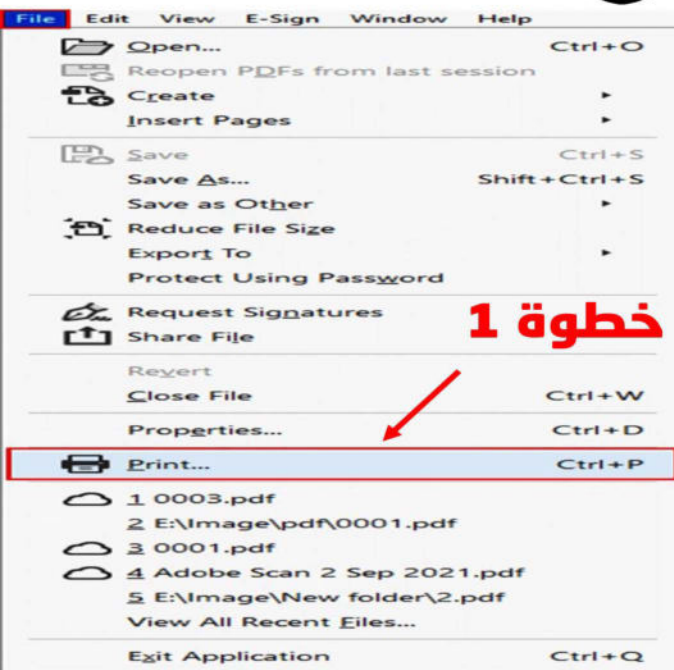
- 2 1 x 2 ✓ 3 x 4 x  
5 ✓ 6 x 7 x 8 ✓

### Final Exam 10

- 1 1 c 2 c 3 b 4 a  
5 c 6 b 7 a

- 2 1 x 2 ✓ 3 x 4 ✓  
5 ✓ 6 x 7 ✓ 8 x

# كيفية طباعة صفحات معينة من ملف معين مثلا ازاي نطبع الصفحات من صفحة 4 الى صفحة 9





حمل الآن

مجانا وحصريا

# امتحانات رقم (2)

## الترم الثاني



**ICT**

**Exam**

**1**

**1 Mark (✓) for correct statements and (X) for incorrect statements:**

- (1) Social institutions contribute to spreading digital awareness. ( )
- (2) The Recycle Bin feature in Microsoft Edge helps organize pages. ( )
- (3) You should verify the accuracy of information before using it. ( )
- (4) A web browser is a program that helps you browse websites. ( )
- (5) Tables are the best way to organize and present data. ( )
- (6) Creating a website is done using easy programs. ( )
- (7) Practicing how to stand when giving presentations is unnecessary. ( )

**2 Choose the correct answer from the options:**

- (1) Online stores are considered an example of .....  
 (a) commercial websites (b) non-commercial websites  
 (c) e-learning platforms (d) educational websites
- (2) You should ..... regularly to ensure everything is going well when working on a project.  
 (a) distribute (b) review (c) postpone (d) renew
- (3) Tables are used in .....  
 (a) creating designs (b) presenting data  
 (c) drawing images (d) verifying data
- (4) Synchronous communication is suitable when you need .....  
 (a) thought before replying (b) an immediate response  
 (c) no reply (d) delayed communication
- (5) One of the incorrect behaviors in digital communication is .....  
 (a) respecting others (b) using inappropriate symbols  
 (c) speaking kindly (d) helping colleagues
- (6) A presentation is an ..... way to explain a topic to others using the computer.  
 (a) enjoyable (b) boring (c) difficult (d) complicated
- (7) A source that does not mention its author or publication date is a/an ..... source.  
 (a) unreliable (b) official (c) good (d) educational

ICT

Exam

2

1

Mark (✓) for correct statements and (X) for incorrect statements:

- (1) A single slide in a presentation should contain many ideas. ( )
- (2) The Microsoft Edge browser is characterized by a fast launch. ( )
- (3) Movie Maker program is used to create words in beautiful shapes. ( )
- (4) The Deep Scan process is performed after recovering files in Recuva program. ( )
- (5) Social responsibility does not include helping others. ( )
- (6) We use Shift + Delete on the keyboard to permanently delete a file. ( )
- (7) The Alexandria Digital Library provides only electronic games. ( )

2

Choose the correct answer from the options:

- (1) The first step to create a new collection in Microsoft Edge browser is to choose .....  
(a) Google Chrome (b) Start new collection  
(c) Collections (d) Add current page
- (2) An effective presentation depends on .....  
(a) excessive speed (b) randomness  
(c) inappropriate images (d) organization and confidence
- (3) Good communication makes us a ..... team.  
(a) successful (b) distant (c) failing (d) conflicting
- (4) During online shopping, we should not .....  
(a) share passwords (b) pay attention to product reviews  
(c) use secure networks (d) visit safe websites
- (5) We write information inside ..... in PowerPoint program.  
(a) slides (b) menus (c) files (d) folders
- (6) Charts help in .....  
(a) deleting data (b) clarifying results  
(c) hiding information (d) complicating information
- (7) After collecting data, we need to ..... it so that it is easier to understand.  
(a) delete (b) encrypt (c) ignore (d) organize
- (8) A good source should contain the ..... of the author.  
(a) name (b) phone number (c) address (d) hobbies



ICT

Exam

3

1 Mark (✓) for correct statements and (X) for incorrect statements:

- (1) Non-commercial websites aim to share knowledge and exchange information. ( )
- (2) We should uphold honesty, integrity, and respect in our use of technology. ( )
- (3) Recuva program is one of the programs for recovering deleted files. ( )
- (4) The browser helps you access the services available on websites. ( )
- (5) The presentation is used only for entertainment. ( )
- (6) A beautiful page design alone means the design is good. ( )
- (7) You can ask your teacher for help to install Microsoft Edge browser. ( )

2 Choose the correct answer from the options:

- (1) Collecting digital resources is prepared in the stage of .....
  - (a) setting the idea
  - (b) analyzing the project
  - (c) collecting digital resources
  - (d) determining the project timeline
- (2) One of the examples of trusted websites is .....
  - (a) Google
  - (b) The Egyptian Knowledge Bank
  - (c) Facebook
  - (d) forums
- (3) ..... are written in a single slide of the presentation.
  - (a) All ideas
  - (b) All information
  - (c) Important points
  - (d) All objectives and ideas
- (4) Matching colors makes the web page .....
  - (a) attractive
  - (b) difficult to read
  - (c) disorganized
  - (d) slow to load
- (5) ..... language is used to design web pages and websites.
  - (a) French
  - (b) HTTP
  - (c) HTTL
  - (d) HTML
- (6) Google is considered one of the most famous .....
  - (a) word processors
  - (b) search engines
  - (c) operating systems
  - (d) video websites
- (7) The presentation should begin with .....
  - (a) the conclusion
  - (b) the results
  - (c) presenting information
  - (d) the introduction
- (8) ..... should be used to make a data presentation attractive and easy to understand.
  - (a) Links
  - (b) small fonts
  - (c) nested tables
  - (d) colors and titles

## ICT Final Exam Model Answer

### Exam (1)

- 1 (1) ✓ (2) ✗  
 (3) ✓ (4) ✓  
 (5) ✓ (6) ✓  
 (7) ✗
- 2 (1) Commercial websites. (2) review.  
 (3) presenting data. (4) an immediate response.  
 (5) using inappropriate symbols. (6) enjoyable.  
 (7) unreliable.

### Exam (2)

- 1 (1) ✗ (2) ✓  
 (3) ✗ (4) ✗  
 (5) ✗ (6) ✓  
 (7) ✗
- 2 (1) Collections. (2) organization and confidence.  
 (3) successful. (4) share passwords.  
 (5) slides. (6) clarifying results.  
 (7) organize. (8) name.

### Exam (3)

- 1 (1) ✓ (2) ✓  
 (3) ✓ (4) ✓  
 (5) ✗ (6) ✗  
 (7) ✓
- 2 (1) collecting digital resources.  
 (2) The Egyptian Knowledge Bank.  
 (3) The important points. (4) attractive.  
 (5) HTML. (6) search engines.  
 (7) the introduction. (8) colors and titles.

حمل الآن

مجانا وحصريا

# امتحانات رقم (3)

## الترم الثاني





**Comprehensive Model (1)****I. True or False Questions**

1. Digital citizenship involves using the internet safely and responsibly. ( )
2. Microsoft Excel is primarily used for editing high-quality videos. ( )
3. Reliable websites usually list the author's name and publication date. ( )
4. Microsoft Edge helps you organize web pages using the "Collections" tool. ( )
5. You should share your bank account details with any website to get prizes. ( )

**II. Fill-in-the-blank with Choices**

1. The language used to design and create the structure of web pages is \_\_\_\_\_.  
(A) Word (B) HTML (C) Paint (D) Excel
2. A \_\_\_\_\_ website aims to provide information or public services for free.  
(A) Commercial (B) Non-commercial (C) Trading (D) Gaming
3. To recover a file from the Recycle Bin, right-click and select \_\_\_\_\_.  
(A) Delete (B) Restore (C) Rename (D) Hide
4. Communication that happens at the same time between people is called \_\_\_\_\_.  
(A) Synchronous (B) Asynchronous (C) Delayed (D) Letter
5. A successful presentation slide should focus on \_\_\_\_\_ main idea.  
(A) Many (B) One (C) No (D) Complex

**III. Complete with the provided words**

*(Impact - Accuracy - Digital - Real-time - Conclusion)*

1. You should always verify the \_\_\_\_\_ of data before presenting it.
2. Video calls are examples of \_\_\_\_\_ communication.
3. Digital responsibility means thinking about the \_\_\_\_\_ of your actions.
4. Respecting others' privacy is a duty of the \_\_\_\_\_ citizen.
5. The final results of a project are mentioned in the \_\_\_\_\_.

## Comprehensive Model (2)

## I. True or False Questions

1. The Egyptian Knowledge Bank is a reliable source for students. ( )
2. Asynchronous communication is best for urgent matters that need a fast reply. ( )
3. Deep Scan in recovery software helps find files deleted a long time ago. ( )
4. A good website design should be complicated to show professional skills. ( )
5. One of your digital rights is to be protected against online piracy. ( )

## II. Fill-in-the-blank with Choices

1. Websites that aim to sell products and make a profit are called \_\_\_\_\_.  
(A) Educational (B) Commercial (C) Non-profit (D) Social
2. Use \_\_\_\_\_ to add artistic and beautiful shapes to your presentation text.  
(A) WordArt (B) Movie Maker (C) Recuva (D) Google
3. A secure website address usually starts with \_\_\_\_\_.  
(A) http (B) https (C) ftp (D) file
4. In a team, the person who looks for information is called the \_\_\_\_\_.  
(A) Designer (B) Researcher (C) Presenter (D) Writer
5. Recuva is a free program used to \_\_\_\_\_ permanently deleted files.  
(A) Delete (B) Recover (C) Hide (D) Color

## III. Complete with the provided words

*(Observation - Ethics - Browser - Goods - Positive)*

1. Every digital citizen should show a \_\_\_\_\_ behavior online.
2. Data can be collected through interviews or direct \_\_\_\_\_.
3. Commercial websites use advertisements to promote their \_\_\_\_\_.
4. Microsoft Edge is a type of web \_\_\_\_\_ used to visit sites.
5. Digital \_\_\_\_\_ are the rules for behaving politely with others online.

## Comprehensive Model (3)

## I. True or False Questions

1. Multimedia like images and videos make presentations more engaging. ( )
2. It is impossible to create a website without learning complex coding. ( )
3. Spreading rumors is a responsible way to use social media. ( )
4. Charts and graphs help in presenting data clearly and visually. ( )
5. Email is considered a form of asynchronous communication. ( )

## II. Fill-in-the-blank with Choices

1. The last step in a digital project is to \_\_\_\_\_ the work to others.  
(A) Hide (B) Present (C) Delete (D) Ignore
2. The "lock" symbol next to a website URL indicates that the site is \_\_\_\_\_.  
(A) Closed (B) Secure (C) Slow (D) Broken
3. The \_\_\_\_\_ tool in Edge allows you to save and group web pages.  
(A) Trash (B) Collections (C) Print (D) Paint
4. \_\_\_\_\_ communication happens at different times, not instantly.  
(A) Synchronous (B) Asynchronous (C) Immediate (D) Voice
5. A good website should have \_\_\_\_\_ that work correctly.  
(A) Viruses (B) Broken links (C) Effective links (D) Errors

## III. Complete with the provided words

*(Intellectual - Organization - Situation - Visuals - Columns)*

1. Respecting sources used in research is called respecting \_\_\_\_\_ property.
2. Excel organizes primary data into rows and \_\_\_\_\_.
3. Choosing the communication tool depends on the \_\_\_\_\_ and time.
4. Images and colors are \_\_\_\_\_ that help people remember information.
5. Successful data collection requires good \_\_\_\_\_ to be understood.



## Comprehensive Model (4)

## I. True or False Questions

1. You should stop using your computer drive immediately if you lose files. ( )
2. Unofficial websites might contain false or misleading information. ( )
3. Using large and clear fonts in PowerPoint helps the audience read easily. ( )
4. Social institutions help in teaching us how to be safe online. ( )
5. HTML is the only language used to manage budgets in Excel. ( )

## II. Fill-in-the-blank with Choices

1. Raw information used to answer questions is called \_\_\_\_\_.  
(A) Results (B) Data (C) Colors (D) Games
2. Use \_\_\_\_\_ to create short movies that support your school project.  
(A) Excel (B) Movie Maker (C) Word (D) Edge
3. One of your digital rights is the ability to \_\_\_\_\_ information online.  
(A) Share (B) Steal (C) Hack (D) Delete
4. Search engines like \_\_\_\_\_ help you find information using keywords.  
(A) Paint (B) Google (C) Word (D) Recuva
5. Being polite and using kind words online is part of digital \_\_\_\_\_.  
(A) Piracy (B) Ethics (C) Malware (D) Bullying

## III. Complete with the provided words

*(Analysis - Keyword - Source - Software - Professional)*

1. You can check a site's reliability by looking at its URL and \_\_\_\_\_.
2. A precise \_\_\_\_\_ helps you find accurate results in search engines.
3. Before executing a project, you must do a needs \_\_\_\_\_.
4. Advanced recovery \_\_\_\_\_ is needed for files deleted permanently.
5. Training before your presentation makes you look more \_\_\_\_\_.

## Comprehensive Model (5)

## I. True or False Questions

1. An action plan defines the steps and roles of each team member. ( )
2. You should save recovered files on the same disk they were lost from. ( )
3. PowerPoint is used to design artistic slides for presentations. ( )
4. A website visitor feels confused if the design is too crowded. ( )
5. All links on a professional web page must be checked before publishing. ( )

## II. Fill-in-the-blank with Choices

1. Which of these is a popular web browser developed by Microsoft?  
(A) Chrome (B) Edge (C) Word (D) Excel
2. When creating a website, the \_\_\_\_\_ should be simple and attractive.  
(A) Virus (B) Design (C) Error (D) Ad
3. An example of **Asynchronous** communication is the \_\_\_\_\_.  
(A) Video call (B) Email (C) Phone call (D) Live chat
4. To identify a reliable source, look for the \_\_\_\_\_ name.  
(A) Hacker's (B) Author's (C) Virus (D) Ad
5. The first step in any digital project is defining a clear \_\_\_\_\_.  
(A) Result (B) Idea (C) Format (D) Print

## III. Complete with the provided words

*(Sequence - Multimedia - Overwriting - Privacy - Rights)*

1. Every digital user has certain \_\_\_\_\_ and duties online.
2. Stop using the drive to prevent \_\_\_\_\_ lost data with new files.
3. Respecting the \_\_\_\_\_ of others means not sharing their data.
4. A good presentation follows a logical \_\_\_\_\_ of ideas.
5. Audio and video are types of \_\_\_\_\_ used in presentations.

# كيفية طباعة صفحات معينة من ملف معين مثلا ازاي نطبع الصفحات من صفحة 4 الى صفحة 9

